

**EDUCATION**

**UNIVERSITY OF HAWAII, Department of Educational Foundations**

Honolulu, HI

**Master of Education, Private School Leadership**

May 2006

- Courses taken included *Education Policy Studies, School Finance, History of Education in America, Philosophy of Education, Comparative and International Education, Cultural Contexts of Education, and Research Methods.*
- Presenter at the Comparative and International Education Society Conference, 2006
- Overall G.P.A.: 4.0/4.0

**NEW YORK UNIVERSITY, Steinhardt School of Education**

New York, NY

**Bachelor of Science, Communications.**

December

2002

- Graduated Magna Cum Laude
- Phi Theta Kappa National Honor Society and Lambda Pi Eta National Honor Society Member
- Student Academic Advisory Committee for the Department of Culture and Communication.
- Overall G.P.A.: 3.82/4.0

**EDUCATIONAL EXPERIENCE**

**THE HAWAII ASSOCIATION OF INDEPENDENT SCHOOLS (HAIS)**

Honolulu, HI

**Associate Director**

September 2017-Present

- Oversee daily operations and staff management, while reporting directly to the Executive Director.
- Develop, implement, supervise and evaluate all programs and services, in accordance with the HAIS strategic plan.
- Provide oversight to HAIS programs, which includes developing and implementing professional development opportunities and providing budgetary and logistical oversight.
- Maintain grant funder relationships including program development, oversight and implementation, as well as proposal and report writing.
- Provide oversight to the accreditation and licensing services provided to more than 100 private schools.
- Other responsibilities include marketing and communications oversight, website development and management, serving on accreditation and licensing teams and providing counsel to member schools and families.

**Director of Programs and Services**

September 2015-2017

- Oversaw all accreditation and licensing services for member schools.
- Planned and implemented all programmatic functions of the Association, including the Schools of the Future Conference, Leading Schools of the Future Conference, Leadership Summit and all other events, workshops and presentations.

**Associate Director of the Hawaiian-Focused Charter School Accreditation Program**

June 2013-August 2015

- Supported the efforts of 16 Hawaiian-focused public charter schools as they sought first-time WASC Accreditation.
- Coordinated speaker and exhibitor logistics, managed student presentations and assisted with overall event execution for the Schools of the Future Conference.
- Compiled, wrote and distributed the HAIS e-news.
- Completed the Tuition, Enrollment and Annual Reports.

**THE SCHOOL FOR EXAMINING ESSENTIAL QUESTIONS OF SUSTAINABILITY (SEEQS)**

Honolulu, HI

**Interim Director of Communications**

January 2013 – June 2013

- Partnered with the founder and head of school to develop and deliver external communication to parents and the greater community, public relations outreach, and website communication.
- Developed hiring criteria and job descriptions to be used for faculty and intern hiring.
- Assisted with all crucial tasks encountered when starting a new Charter School.

**Substitute Teacher and Private Tutor**

Honolulu, HI

November 2012 – Summer 2013

- Schools include Mid-Pacific institute, Hawaii Baptist Academy and Maryknoll School
- All grade levels from K – 12<sup>th</sup>.
- Subject areas included Science, Math, Technology, Social Studies, Language Arts and Spanish.

**THE 14<sup>TH</sup> ST. Y**

New York, NY

**Educational Consultant**

July 2010

- Developed a practical system of teaming to create a more cohesive and collaborative educational environment.
- Established a plan to assist the directors in creating clarity of direction and a shared mission.

**THE POTOMAC SCHOOL**

McLean, VA

**Educational Consultant**

November 2007 – June 2008

- Collaborated with the middle school principal and grade-level teachers on curriculum development, integration and implementation tactics.
- Worked with all middle school grade levels on team development and growth.

**Middle School Technology Coordinator**

August 2006 - June 2007

- Worked with the principal and grade-level teams to develop and implement an integrated technology curriculum.
- Collaborated on technology-driven projects that were driven by various subject contents.
- Researched, acquired, and incorporated educational software into the curriculum.
- Taught 4 sections (15 weekly classes) of technology to middle school students.

**Mid-Pacific Institute**

Honolulu, HI

**6<sup>th</sup> Grade Science and Summer School Teacher**

March 2003 - August 2003

- Planned, evaluated, and implemented Biology and Environmental Science curriculum.
- Science Fair Coordinator - Highlights include four sixth grade students receiving awards at the State Science Fair, within a two-year period.
- Peer Mediation Team - Certified in Mediation. Assisted in the creation of a middle school peer mediation program.
- Admissions – Developed and implemented admissions presentations for prospective families. Interviewed and evaluated prospective students.
- Coordinator of the annual Rapture Marine Science Trip, which included 115 high school and middle school students.
- Extensive professional development including workshops in teaming, curriculum development, generational differences, professional behavior, and teaching/instructional methods.
- Planned and implemented 6<sup>th</sup> Grade Summer Program.
- Intermediate Girls and Boys Head Volleyball Coach.

**SELF EMPLOYED**

Honolulu, HI

**Independent Tutor & Substitute Teacher**

January 2003 - 2006

- Designed a specific plan of action for learners, gathering input from parents, teachers and counselors.
- Specialized in organizational techniques, study skills, development of writing fundamentals, reading comprehension and critical thinking.
- Substitute Teacher for all subject and grade levels, ranging from K-12<sup>th</sup>.

**MARKETING EXPERIENCE****TEAM MARKETING**

Kingston, NY

**Event Manager**

July 1998 - December 2002

**Clients included:** Hewlett Packard, Student Advantage, National Lampoon, Baywatch, Hershey, Nestle, & Cadillac

- Implemented consumer data acquisition programs, while managing on-site event execution.
- Researched, scheduled, and organized events in regional markets nation-wide.
- Interviewed, hired, scheduled, trained, and oversaw talent and event managers.

**VOLUNTEER POSITIONS / SPECIAL SKILLS**

- **Hawaii Pacific Export Council** - Board Member (2021-present)
- **Patsy T. Mink Leadership Alliance** – Cohort 5 member, graduation speaker and Advisory Committee (2021-present)
- **Leahi Soccer Club** - volunteer administrator (2016-present)
- **Hawaii Art Alliance** – Board Member (2017-2018)
- **Outrigger Canoe Club** – Family Committee Member
- **The Jack and Jill Preschool School NYC** – Served as a board member and as a PTA Officer (2011-2012)
- **Georgetown McDonough School of Business Partners' Association Executive Board Member** (2007-2008)
- **Languages** – Bilingual – fluency in English and Spanish